



## Job Posting

Work Readiness and Success Coach  
(Maple Street Correctional Facility)

### JobTrain, Inc.

JobTrain, a nonprofit educational and training institution accredited by the Western Association of Schools and Colleges. Each of JobTrain's programs combines vocational training, academics, and essential skills development, preparing students to turn their lives around—from unemployment and poverty to success and self-sufficiency. JobTrain has a strong relationship with the San Mateo County Sheriff's Department, County Probation and currently provides employment training, programs and services for the incarcerated, training/work furlough and formerly incarcerated individuals.

### Maple Street Correctional Center

The new Maple Street Correctional Center (MSCC) provides housing for both male and female inmates as well as dedicated Men's and Women's Transitional housing. It provides incarceration / rehabilitative services for pretrial and court-sentenced inmates. The MSCC staff ensures inmates: 1) appear in court and complete their jail sentence; 2) are incarcerated in a manner that provides for their medical, nutritional, hygienic, legal and spiritual needs; 3) receive services designed to provide opportunities to improve their lives, both during and after incarceration in order to reduce recidivism.

### About the Position

**JobTrain** is looking for a part time facilitator to expand our work readiness and success coach workshops provided at the Maple Street Correctional Center. This position and programming will add to the existing classroom, programs and services being offered inside the facility. Work Readiness Instruction and Success Coaching: This 18-hour per week program component will be offered in 6 housing locations one time per week per location, serving male and female inmates in General Population and in Transitional Housing. The program will be offered over approximately 48 weeks for a total of 1,056 instructional and program hours. The program explores topics such as: goals, barriers, -and other work readiness issues with the goal of working with inmates to develop a transition/re-entry plan to be put into action upon their release. In addition, inmates will receive instruction, planning, direction, and coaching in small or 1-on-1 focused discussion. Specialized Workshops and Training will be provided based on specific program need or inmates assessed needs. E.g. computer literacy, focused assessments for vocational training, introduction workshops focused on specific career trades. These activities will be scheduled as needed. Program curricula includes the following:

- Pre I Post Assessment
- Career Assessment
- Career Aptitude
- Job Search Strategies
- Cover Letters and Résumé Writing
- Interviewing
- Work Attire & Grooming
- Basic Computer Literacy (included in lessons)
- Financial Literacy
- Life Skills
- Communication Styles
- Conflict Resolution
- Anger Management
- Substance Abuse and Relapse Prevention
- Interpersonal Skills
- Work Values/Work Maturity Skills

The facilitator will also provide individual and group facilitation in Cognitive Behavioral Intervention. Cognitive Behavioral Intervention (CBI) teaches students to examine their own thoughts and emotions, recognize when negative thoughts and emotions are escalating in intensity, and then use strategies to change their thinking and behavior. The facilitator will be required to complete a CBI Substance Abuse training—receiving a certification to provide workshops and individual counsel to students. CBI will be offered to men and women in the Transitional Housing Unit for a total of 8 hours each week, 384 hours total. (4 men and 4 women).

### Instruction Prep and Coordination Meeting

Facilitator will be allocated 2 hours of prep time each week to prepare for the instruction. JobTrain values collaboration and believes that for any program to be successful and to have the maximum impact on the individuals served, it must engage, align and/or compliment with other organizations providing programs and services to the same client population. We have allocated 2 hours each week for the facilitator to engage with the Maple Street program staff and case managers on plans to best support the individuals participating in the classes and workshops.

### Job Duties and Responsibilities

- Assist with the development of the work readiness and success coaching curriculum;
- Facilitate work readiness classes, success coaching and CBI, and workshops;
- Provide work readiness counseling/coaching sessions to participants;
- Coordinate with JobTrain and other programs;
- Attend meetings, as needed, provide reports, as needed, and other related duties as assigned.

### Experience

- Experience training and/or facilitating soft skill workshops
- Experience working with incarcerated individuals, preferred
- Experience with, and understanding of adult training methodology
- Comfortable working in a correctional facility
- Ability to pass background check with the California Sheriff's Department

### Knowledge and Skills

Ability to develop strong relationships with diverse groups of the community population, who may have conflicting interests and opinions. Ability to maintain strong and appropriate boundaries with personal identifying information when interacting with students or community or program partners, and while at any school location or community or program partner site. Successful applicants will have excellent written, verbal, organizational, interpersonal communication, computer skills, and ability to express complex ideas with clarity and precision.

### Education and Experience

Bachelor's degree or higher in Social Work, Human Services with certificate in Family and Child Services, Corrections, Criminal Justice, Sociology, Psychology, Education, or related behavioral science field required; Previous reentry experience preferred; or **an equivalent combination of education and experience.**

### Compensation

A competitive salary and benefits package is offered.

**How to Apply**

Interested candidates should submit a résumé and cover letter to [info@Jobtrainworks.org](mailto:info@Jobtrainworks.org). The position is now open and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**